



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1000.3D Ch 1  
PERS

**20 JUL 1998**

## BASE ORDER 1000.3D Ch 1

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS BASE CHECK IN/CHECK OUT PROCEDURES

Encl: (1) New page insert to BO 1000.3D

1. Purpose. To transmit a new page insert and to direct a pen change to the basic Order.

2. Action

a. Remove the present pages 1 and 2 of enclosure (1) of the basic Order and replace with corresponding pages contained in the enclosure.

b. At the end of paragraph 4d on page 2 of the basic Order, place a comma after "Red Cross"; delete the word "and"; place a comma after "Liberty"; then add "and Charter Communications Cable."

3. Change Notification. Lines denoted by an arrow (→) symbol contain changes not previously published.

4. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
B. A. GOMBAR  
Chief of Staff

DISTRIBUTION: A Less Category IV

Check In/Check Out Sheet

**CHECK IN/CHECK OUT SHEET**

NAME (Last, First, Middle) \_\_\_\_\_ DATE \_\_\_\_\_

RANK \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_ MOS \_\_\_\_\_ DUTY STATUS (PCS, FAP, TDY, etc.) \_\_\_\_\_

Member being joined/detached/separated will check in/check out in person with the activities listed below.

**SECTION I - CHECK IN/CHECK OUT**

ACTIVITY	BLDG	INITIAL	ACTIVITY	BLDG	INITIAL
* ( ) DISPENSARY			( ) LIBRARY	63	
* ( ) DENTAL			( ) MAIL ORDERLY		
( ) ORGN SUPPLY/ PROPERTY/ARMORY			( ) SRB CLERK		
( ) ORGN SPECIAL SVCS			( ) UD CLERK		
( ) ORGN S-1			( ) COMPANY GYSGT		
( ) ORGN CAREER PLNR			( ) COMPANY TRNG NCO		
( ) ORGN S-3			( ) ADMIN CHIEF		
( ) ORGN SGTMAJ (SNCO's Only)			( ) 1STSGT		
* ( ) FAMILY HOUSING (original orders required) WORK PHONE	TT43		( ) XO		
* ( ) VEHICLE REGIS- TRATION	4000		( ) CO		

ENCLOSURE (1)  
Ch 1 ( **20 JUL 1998** )

BO 1000.3D  
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* ( ) FAMILY SERVCTR	14	* ( ) FAM COUNSEL CEN	41
<hr/>			
→ ( ) BASE CHAPLAIN		* ( ) CHARTER CABLE	TT-38
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* ( ) NAVY RELIEF	14	( )	
<hr/>			
* ( ) RED CROSS	14	( )	
<hr/>			
(Mandatory			
* ( ) COM (for officers)	2615	( )	
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* ( ) DEPN RECORDS	NH100	( )	
(USNH)			
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SIGNATURE OF INDIVIDUAL CHECKING IN/CHECKING OUT			
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**SECTION II - CHECK IN ONLY**

1. Report to duty section and complete the following:

Section: OIC (Name) \_\_\_\_\_  
Duty Billet \_\_\_\_\_  
Duty Phone \_\_\_\_\_

2. Return this form to First Sergeant.

**SECTION III - CHECK OUT ONLY**

INITIAL

- \_\_\_\_ ( ) SERVICE RECORD BOOK FORWARDED (OR RECEIPTED FOR BY INDIVIDUAL)
- \_\_\_\_ ( ) FITNESS REPORT COMPLETED AND SIGNED BY INDIVIDUAL
- \_\_\_\_ ( ) IDENTIFICATION CARD RECOVERED, DD2MC (IF RELEASED FROM ACTIVE DUTY)
- \_\_\_\_ ( ) RESERVE OR RETIRED IDENTIFICATION CARD ISSUED
- \_\_\_\_ ( ) COPY OF ORDERS WITH ALL ENDORSEMENTS IN FILES
- \_\_\_\_ ( ) DEPENDENT'S ID CARD RECOVERED (UPON DISCHARGE/RELEASE FROM ACTIVE DUTY)
- \_\_\_\_ ( ) OVR-2 FORM COMPLETED AND FORWARDED TO DEPARTMENT OF LABOR (IF RELEASED FROM ACTIVE DUTY)

ENCLOSURE (1)  
Ch 2 ( 20 JUL 1996 )

OCT 02 1996

- \_\_\_\_ ( ) SGLI CONVERSION COUNSELING (SRB ENTRY MADE).
- \_\_\_\_ ( ) FAMILY ASSISTANCE COUNSELING (TRANSFERRED TO WESTPAC OR 6 MONTHS DEPLOYMENT)
- \_\_\_\_ ( ) MEDICAL INSURANCE COVERAGE COUNSELING
- \_\_\_\_ ( ) SECURITY CLEARANCE TERMINATED (IF TRANSFERRED OR RELEASED FROM ACTIVE DUTY)
- \_\_\_\_ ( ) AC/S MWR, CHECK REDEMPTION SECTION BLDG 895 (VERIFY ANY UNREDEEMED, DISHONORED CHECKS)
- \_\_\_\_ ( ) \_\_\_\_\_

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SIGNATURE OF ADMINISTRATIVE CHIEF/FIRST SERGEANT

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#### INSTRUCTIONS FOR COMPLETION

1. Unit enters basic information pertaining to individual being checked in/checked out.
2. All personnel will check in/check out and obtain appropriate initials with applicable activities indicated by ( ) in Section I and II.
3. All personnel living in government quarters or government controlled housing will check out with Base Housing Office.
4. When individual is completely checked in/checked out, the individual will enter signature in Section II where indicated and submit form to company First Sergeant/Administrative Chief for approval.
5. Individual will report to duty section and complete Section II. Upon completion of this Section, form is returned to First Sergeant/Administrative Chief.
6. Company First Sergeant/Administrative Chief will sign form if it is completed in its entirety and ensure that it is maintained in unit correspondence files for six months after effective date.
7. Section III will be completed by unit. Applicable sections will be checked by First Sergeant or Administrative Chief and initialed when action is completed.
8. The Administrative Chief will sign form when all required administrative action is completed.

ENCOSURE (1)